

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all suite removal applications. For a complete list of submission requirements for your project, refer to the [Application Guide](#). Additional requirements may be identified during the subsequent application & plan reviews.

Required Documents:	Included
Completed Application Form and Fees <ul style="list-style-type: none">Application fees are due at application submission.Building Permit Portal (services.abbotsford.ca/portal) account must be created prior to application submission.	<input type="checkbox"/>
Completed Letter of Authorization – <u>Each</u> owner of the property must sign this form.	<input type="checkbox"/>
PDF of Architectural Drawings (uncertified and digitally sealed, if applicable) emailed to building-info@abbotsford.ca prior to or at time of application (re: address in subject line). File naming convention: unit number (if applicable), civic number and street name – ALL CAPS (e.g. 12 2345 EASY ST). <input type="checkbox"/> Floor Plans *Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*	<input type="checkbox"/>